



POLICY FORUM ANNUAL GENERAL MEETING MINUTES

NEW AFRICA HOTEL, DAR ES SALAAM.

17th April 2019

AGENDA

1. Opening
2. Adoption of agenda
3. Approval of the previous AGM minutes
4. Matters arising from the previous AGM
5. 2018 Annual Report
6. Discussion and adoption of audited accounts FY 2018
7. Appointment of Auditors for FY ending 2019
8. Presentation of Annual Plan and Budget for 2019
9. Policy Forum Approval of Revised MEMARTS
10. Election of new Board of Directors and farewell to the outgoing board members
11. AOB
12. Meeting adjournment

POLICY FORUM MEMBERS ATTENDANCE

| No | Name | Sex | Organization | Title |
|-----------|---------------------|------------|---------------------|--------------|
| 1 | Christina Kamili | F | TANLAP | Chairperson |
| 2 | Oscar Msangi | M | RANGO | Member |
| 3 | Bonventure Mtalimbo | M | UNGO | Member |
| 4 | Alex Mbwilo | M | SADEF | Member |
| 5. | Jansi Sinkamba | M | TUSHIRIKI | Member |
| 6 | Felician Lyimo | M | HEMFATZ | Member |
| 7 | Rev.Abdiel Mola | M | FAWACM TZ | Member |
| 9 | Yohana Parmelo | M | TAPHGO | Member |
| 10 | Saimon Stephano | M | TABCO | Member |
| 11 | Sharifu Maloya | M | LANGO | Member |
| 12 | Ruth Bethuel | F | CODEFA | Member |
| 13 | Stanley Mose | M | CVM | Member |

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|-----|---------------------|---|--------------------------|--------|
| 14 | Evance Mvamila | M | Hakikazi Catalyst | Member |
| 15 | Donati Alex Senzia | M | PELUM Tanzania | Member |
| 16 | Wayda E Dawite | M | MBESO | Member |
| 17 | Mbelwa Petro | M | BOSEDA | Member |
| 18 | Mathew Cosmas Masau | M | ABC Foundation | Member |
| 19 | Anthony B Ndewawio | M | ADLG | Member |
| 20 | Stella Mattowo | F | YPC | Member |
| 21 | Emmanuel Alphonse | M | FUO | Member |
| 22 | Kisiel Mwita | M | CSD | Member |
| 23 | Aggrey Kandonga | M | MYDO | Member |
| 24 | Jackson Mkango | M | CYVA | Member |
| 25 | Regina Katabi | F | WACOD | Member |
| 26 | Boniface Maziku | M | TADESO | Member |
| 27 | Jane Mulungi | F | YPC | Member |
| 28 | Chiku Lweno | F | CHILDREN IN CROSSFIRE | Member |
| 29 | Kidani Mhenga | F | TNCHF | Member |
| 30 | Moses Kimaro | M | WAJIBU | Member |
| 31 | Anna Henga | F | LHRC | Member |
| 32 | David Mwambene | M | Open Mind Tanzania | Member |
| 33 | Samwely Mkwatwa | M | ActionAid Tanzania | Member |
| 34 | Daniel Mugizi | M | SIKIKI | Member |
| 35 | Kellen Mngoya | F | HAFOTA | Member |
| 36 | Neema Bwaira | F | Save the Children | Member |
| 37 | Boniface Komba | M | TCDD | Member |
| 38 | Martina M Kabasama | F | SAHRINGON | Member |
| 39 | Vivian Ngowi | F | Restless Development | Member |
| 40 | Joyce Shoo | F | IECA | Member |
| 41 | Goodluck Willy | M | UNA TZ | Member |
| 42 | Japhet Makongo | M | SNV | Member |
| 43 | Omary Ngaromba | M | Guluka | Member |
| 44 | Mary D Ngowi | F | TAWLAE | Member |
| 45 | Makumba Mwemezi | M | HakiElimu | Member |
| 46 | Stephen Mwombela | M | REPOA | Member |
| 47 | Julius Muungano | M | PELO | Member |
| 48 | Hebron Mwakagenda | M | The Leadership Forum | Member |
| 49 | Franklin Masika | M | LEAT | Member |
| 50 | Irenei Kiria | M | SIKIKI | Member |
| 51 | Greysmo Mutashobya | M | HDT | Member |
| *52 | Helmet Ngozi | M | CADA | Member |

ABSENT

| No. | MEMBER ORGANISATION | REASON |
|-----|---------------------|--------|
| 1. | HAKIMADINI | NONE |

| | | |
|----|--------------------|------|
| 2 | TNRF | NONE |
| 3 | KWIECO | NONE |
| 4 | MACSNET | NONE |
| 5 | KCS FORUM | NONE |
| 6 | PINGOS | NONE |
| 7 | CRS | NONE |
| 8 | OXFAM | NONE |
| 9 | PACT | NONE |
| 10 | TAYOA | NONE |
| 11 | TGNP | NONE |
| 12 | UNDER THE SAME SUN | NONE |
| 13 | VICOBA | NONE |
| 14 | WAT | NONE |
| 15 | WATER AID | NONE |
| 16 | WISE | NONE |
| 17 | WLAC | NONE |
| 18 | ANSAF | NONE |
| 19 | CARE INTERNATIONAL | NONE |
| 20 | NCA | NONE |
| 21 | TFCG | NONE |
| 22 | SHULE DIRECT | NONE |
| 23 | WORLD VISION | NONE |
| 24 | VSO | NONE |
| 25 | KIVULINI | NONE |
| 26 | ACCORD | NONE |

Policy Forum Secretariat Attendance

| NO | NAME |
|-----------|---------------------|
| 1. | Richard Angelo |
| 2. | Elinami John |
| 3. | Iman Hatibu |
| 4. | Hellen Massawe |
| 5. | Amani Ndoyella |
| 6. | Rashid Kulewa |
| 7. | Semkae Kilonzo |
| 8. | Amne.H. Islam |
| 9. | Gibons Mwabukusi |
| 10. | Prisca Kowa |
| 11. | Nicholas Lekule |

1. Opening

The board chairperson welcomed the members to the meeting at around 9:45am. He then talked of the essence of the Annual General Meeting and urged members to be attentive and contribute to the discussions that will take place during the meeting. He further notified the audience that only PF voting members will be allowed to participate and vote in the meeting. He further expressed his gratitude to the members and the secretariat for the cooperation that they have been showing the board which has enabled them to learn more about the organization and the work of the members in general. He mentioned that the board has in turn assisted the secretariat in entering into various agreements with donors as well as the Government.

As required by the MEMARTS, the chairperson brought forward the need to appoint the AGM chairperson. The chairperson mentioned the criteria for being the AGM chairperson. Members by show of hands proposed Ms. Christina Kamili, from TANLAP to be the chairperson of the AGM.

Resolution

Ms. Christina Kamili from TANLAP was the chairperson of the AGM

2. Adoption of agenda

The Chairperson called the meeting to order and further took the members through the agenda. No additional agenda were mentioned.

Resolution

The meeting adopted the agenda.

3. Approval of the minutes from the previous AGM

The minutes of the previous AGM were read over, and no corrections were made. Members were in agreement of the content of the minutes.

Resolution

The minutes were then approved.

4. Matters arising from the previous minutes

Ms. Prisca Kowa took the members through the matters that were agreed from the last meeting. One of the issues discussed was securing a plot in Dodoma to serve as the secretariat's physical premises. Mr. Mwakagenda who was assigned this role gave feedback, saying that the secretariat should look for the plot by other means such as through brokers because the process through the Government is taking too long and that since he is going to Dodoma for the festivals, he will make sure that the plot is obtained.

However, Ms. Anna Henga from LHRC mentioned that to obtain land through brokers will be very expensive hence PF should resort to obtaining the plot directly from the Government. She further gave an example on how LHRC had obtained three plots in Dodoma straight from the Government.

From the discussion members were of the view that LHRC should then assist PF in obtaining the plot, Mr. Mwakagenda will work together with LHRC. After an immediate communication with the relevant people in Dodoma, Mr. Mwakagenda was notified that plots are available at an area known as Ihumwa which is close to the Government Offices. Hence a sheet was circulated to the rest of the member organisations who were also in need of plots in that area, so that the same can be presented in dodoma.

Resolution

Mr. Mwakagenda will proceed ensuring that land is obtained in Dodoma, assisted by LHRC

5. 2018 Annual Report

The secretary informed the audience that the report will be in a form of a video and that if they needed any clarifications the narrative report in the folders is more detailed. However, he invited further discussions on the report after the video.

Members commended on the video and proposed that in the future it should include actual pictures of the engagements. Others posed some few questions of clarity to the secretariat such as the selection criteria used to obtain districts for the councillors training, it was responded that the districts are obtained through the working groups discussion and the focus is where the members have implemented Social Accountability Monitoring in exception of Mafinga were the Member of Parliament confronted the secretariat for assistance.

It was further advised that the next meeting should have a category of experience sharing for instance on the MOU which has been a challenge to most of the organisations. The secretariat responded that the MOU initiatives were not recent, it took a long period of time and that it has made work easier for all the members of PF and not secretariat only, what the members need to do is to contact the secretariat so that they can assist the organisation in connecting them with a specific focal person at PORALG.

On the other hand, Mr. Richard Angelo also requested the member organisations to have a specific contact person in each organisation for institutional memory and to avoid the change of participants that requires constant repetition of information.

Resolution

The narrative report was then approved

6. Discussion and adoption of audited accounts FY 2018

The Finance Manager gave out a brief overview of the audited account and mentioned that PF had obtained a clean audit report and that it was free from material mis-statements, in other words a financially unqualified audit opinion. Members commended on the fact that the auditor could do his work online without having to go to the secretariat offices. They were of the view that given the shift of technology it was a great idea to adopt the Management Information System (MIS) in their organisations.

Resolution

The financial report was approved.

7. Appointment of the auditor for FY 2019

The Finance Manager presented to the meeting that, the current auditors can still be appointed for the FY 2019 considering the fact that they are required to audit the institution for consecutive two years before the appointment of the new one. He placed the matter before the meeting for decision making. Members pointed out that the matter should not be brought for discussion every meeting if the auditors are required to continue auditing the financials as per the MEMARTS. The response was that it was required by the MEMARTS to bring the agenda in every AGM for discussion. And that a representative from secretariat should represent the auditor when delivering the audit report during the AGM.

Resolution

The same auditors- HLB MEKONSULT were appointed for 2019

8. Presentation of Annual Plan and Budget for 2019

Since the Strategic Plan 2017-2020 was already approved, the activities that appear in the annual plan were more or less the same. And approving the SP equals to approving the plans for the next four years. The secretary presented the 2019 plan to the members for procedural purposes.

Resolution.

The Annual plan and budget for 2019 were approved

9. Policy Forum Approval of Revised MEMARTS

The board had appointed a consultant (Advocate) that went through the MEMARTS. The board chairperson read over some of the revised clauses in the MEMARTS. Members advised that the AGM chairperson should not be the Board chairperson in order to avoid conflict of interest. However, the chairperson informed the members that the matter was brought before them just for their information and not approval since the process is still ongoing and advised that the agenda be postponed until when the secretariat finalises the draft MEMARTS.

Resolution.

The agenda was postponed until when the draft MEMARTS are obtained.

10. Election of new Board of Directors and farewell to the outgoing board members

The chairperson welcomed the contestants to give a brief introduction of their organizations and what will be their contribution when selected to be in the board. From Dar based were: LHRC, WAJIBU INSTITUTE and UNA TZ, From Upcountry were BOSEDA, MIICO and PELUM. This was followed by a number of questions from the members and thereafter voting took place. Afterwards, the Secretariat

announced the results whereby For Dar based LHRC and WAJIBU INSTITUTE were voted for board members while in the upcountry PELUM came out as the winner. The contestants were brought forward to give out their vote of thanks and the outgoing board members expressed their gratitude as well as received certificates of appreciation. The board chairperson bid farewell to the outgoing Board members.

11.AOB

The chairperson welcomed Mr. Mwakagenda who requested that the retired board members to also obtain certificates.

Resolution

The secretariat will prepare certificates of the retired board members.

12. Meeting Adjournment

The AGM chairperson also gave his vote of thanks for the members cooperation throughout the AGM and welcomed the board chairperson who congratulated the AGM chairperson for her great work. He then made his closing remarks by insisting that the members inculcate into their organisations what they have learnt from the discussions that emanated from the meeting. The meeting was closed at 1135hrs

Chairperson's Signature

Date:

Secretary's Signature

Date: